

MEMORANDUM FOR: Director of Logistics

SUBJECT : Survey of Financial Practices in the Budget and Fiscal Office of the Office of Logistics

REFERENCE : Memorandum from Deputy Comptroller to Deputy Director (Support), dated 4 September 1963, Subject: Survey of Financial Practices in DD/S Budget and Fiscal Offices

1. The survey team mentioned in reference is scheduled to visit the Office of Logistics Budget and Fiscal Office on 23 September 1963. It is expected the survey will last three to four weeks.

2. The survey will be conducted in the nature of a desk-by-desk review of specific functions performed by each individual employee. The data sought is factual. There is no intention of conducting an on-the-spot critical review. The accumulation of information will be directed toward determining what is done, how it is done, and the purpose of each operation.

3. It is recognized that an intensive desk survey results in some disruption of office routines. In order to hold actual survey time to a minimum, it will be appreciated if the attached request for statistical data (compiled on a full year basis) is completed by your Budget and Fiscal Office and the results made available to the survey team at the time of its visit. Such statistics may be estimates in instances where the compilation of actual data would be unduly time consuming.

R. H. FUCHS
Deputy Comptroller

Attachment

25X1

~~SECRET~~

CONF

TASK GROUP

STATISTICAL REQUEST

a. Allotment Control

- (1) Total number of FY 1963 vouchered funds cost centers
- (2) Total number of FY 1963 confidential funds cost centers
- (3) Total number of funds obligation documents processed during FY 1963
- (4) Total number of ledger entries during FY 1963 for vouchered funds
- (5) Total number of ledger entries during FY 1963 for confidential funds

b. Advances

Number of advances during FY 1963 summarized by categories:

- (1) Travel
- (2) Other

c. Accountings and Claims

Number of accountings and claims processed during FY 1963 by the following categories:

- (1) Travel vouchers
- (2) Operational expenses
- (3) Project
- (4) Requests for write-off or relief from liability
- (5) Claims for loss or damage
- (6) T/A's
- (7) Audit difference statements
- (8) Other

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

d. Domestic Stations and Offices

- (1) Current number of Class A Stations reporting financially to Headquarters.
- (2) Current number of Domestic Field Installations reporting financially to Headquarters.

e. Projects -(List total number of currently active projects)

- (1) Number of projects by type - Subsidy, Proprietary, Other
- (2) Number of projects with administrative plans; with fiscal annexes, without either

f. General -(List FY 1963 figures for the following items)

- (1) Number of employees and agents briefed for field assignments
- (2) Number of audit reports processed
- (3) Number of reports made itemized by subject and name of consumer
- (4) Number of travel orders handled
- (5) Number of Time and Attendance reports handled
- (6) Number of requisitions processed for (a) Property, (b) Printing, and (c) Books and Publications
- (7) Overtime hours worked by HF employees paid and unpaid

g. Employees

Please list employees currently assigned to the HF Office and include for each employee a list of basic duties assigned

h. Correspondence Initiated in HF Office during FY 1963

- (1) Dispatches
- (2) Cables
- (3) Memoranda